



## AMERICORPS PROGRAM PLANNER 'HEALTHY FUTURES, HEALTHY ENVIRONMENT'

### ABOUT

With a one-year planning grant, Mountain Roots will design a 15+ member AmeriCorps program that will serve Region 10 (six counties) in Colorado and prepare to compete for an implementation grant. The members and their host organizations will be working together to serve their communities under the focus areas of Healthy Futures, Economic Development, and Environment.

The Program Planner is a contract position that will manage the planning grant and work closely with the state commission Serve Colorado on all areas of program development and grant compliance. These tasks require a high level of organization, attention to detail, management and communication skills. The position will also assist with the development and preparation of resources for the submission of our AmeriCorps grant application and progress reports.

Start / End Date: Sept 1, 2017 – Aug 30, 2018

Compensation: \$25,000

### Specific Duties:

- develop and maintain sound fiscal and organizational management systems and practices compliant with federal laws and regulations, Corporation for National and Community Service (CNCS) requirements and Serve Colorado policies and procedures;
- define and revise a theory of change and logic model for how the program activities will lead to long term results, including performance measures with outcomes;
- develop and utilize appropriate data collection instruments
- conduct focus groups in the six county area to develop strong partnerships with potential member service sites, define and prioritize local needs, design written agreements to support partnerships which are intended to support overall program goals and quality member experiences;
- design metrics for selecting and prioritizing potential partner sites, develop and support local competitive Request for Projects (RFP) AmeriCorps Service Project Application process;
- Make recommendations for appropriate program partners who demonstrate proven success, innovation and capacity for achieving desired program results, and
- develop a plan for proper training and monitoring of sites;
- work with individuals and organizations to identify community needs, leverage community assets, and position program or project as a strategy for solving community problems, ideally as part of a collective impact model;
- utilize sound human resource and inclusion practices and principles to in the program design for recruiting, enrolling and retaining member positions as detailed in the approved grant;
- design written member service agreements outlining program requirements;
- ensure that member placements are developed based upon a program design that represents the overall diversity of the community it serves, is reflective of community need and that member activities contribute to the program goals;
- develop a comprehensive member training plan, designed to ensure that members receive the federal and state required trainings and have the skills and training necessary to successfully carry out their specific service activities, and maintain appropriate documentation thereof;
- develop partnerships that enable well-rounded, high quality training inclusive of adult learning strategies;
- actively participate in managing the budget of the program; work cooperatively with financial and leadership staff to develop practices that effectively plan for and manage program funds and provide for accurate, complete and current disclosure and documentation of the financial status of the AmeriCorps program;
- develop PR strategies for highlighting AmeriCorps program success, recruiting AmeriCorps members and sponsor agencies.



- assist with identification and development of partnerships and program resources;
- supervise and coordinate program planning with our MEM graduate fellow;
- plan and participate in skill and knowledge-building educational opportunities that promote personal and professional growth;
- cultivate leaders and champions within AmeriCorps and the national service network; submits quarterly and year-end outcome reports;
- visit key sites to maintain visibility and contact;
- develop member and site supervisor handbooks and updates policies and procedures;
- attend meetings, conferences and in-services with other community partners as needed;
- supervise, assign and review the work of clerical staff;
- Represent Mountain Roots at meetings, conferences and events.

### Essential Skills & Experience:

- Knowledge of the mission and objectives of AmeriCorps, the Corporation for National and Community Service and Serve Colorado; knowledge of state and federal grant programs and grant application processes; knowledge of the various community programs relating to grant goals; knowledge of research methodology and standard statistical procedures; knowledge of the safety requirements related to the various program activities; ability to plan, organize and carry out community service projects effectively; ability to plan, organize, present and promote outreach and education programs; ability to maintain accurate and confidential records; ability to plan, assign, supervise and coordinate the activities of volunteers and employees; ability to determine long-range needs and to plan and organize work for the accomplishment of objectives; ability to establish and maintain positive, effective working relationships with AmeriCorps members, partners in the community, municipal staff and elected officials, community leaders and the general public; ability to interpret federal and state program regulations; ability to present and speak effectively in oral and written form; ability to make decisions, recognizing established practices and to use resourcefulness and tact in solving problems; a demonstrated ability to follow a management style that is input-oriented and values problem solving and development of partnerships; demonstrated ability to work effectively as a member of a team; and a desire to be part of an organization that values service, people, integrity, responsibility, innovation and team work.

### Qualifications

- Bachelor's degree (B.A.) or equivalent required
- At least 2 years of government grant experience or similar experience such as developing, writing and responding to grant opportunities plus a minimum of 2 years experience in a similar national service program, other corps-based program, or similar community program.
- Must have demonstrated program management (preferably a multi-site program) and staff supervisory experience.
- Must be sensitive and responsive to the cultural differences in the organization's service population.
- Proven leadership, strategy, program management and organizational skills (particularly while working within a fast-paced organization preferred)
- Must be highly organized with the ability to implement systems and follow-up processes, able to effectively work under pressure, use independent judgment, and produce a quality work product within tight time constraints
- Ability to work in a team environment that requires collaboration across all levels
- Excellent interpersonal, written and verbal communication skills
- Ability to thrive in an environment that is characterized by significant growth, diversity and change





- Strong computer skills and the ability to use existing technology to achieve desired results; proficiency in Quickbooks, Google Apps, Salesforce a plus
- Ability to thrive working both independently and within team settings
- Versatility, flexibility and a willingness to work within constantly changing priorities with enthusiasm; Ability to maintain composure under stress
- Passionate commitment to Mountain Roots mission and long-term vision of cultivating a resilient food system, including commitment to food security, sustainable agriculture, and education.

**How to Apply:**

Please send a cover letter, resume, and contact information for two references to Holly Conn, Executive Director, at [director@mountainrootsfoodproject.org](mailto:director@mountainrootsfoodproject.org) before August 4, 2017. We will review candidates as they come in. If you are truly interested in the position do not wait until the last day to apply.

